

## Community Share Grant Guidelines – Business and Streetscapes

*Yarriambiack Shire Council encourages a working environment which promotes gender equality and models non-violent and respectful relationships.*

### **1 Business and Streetscape - up to \$2,000 - with matching 1:1 funding required**

#### **1.1 Objective**

The objectives of the program are:

- a) To promote an improved partnership between Council and private building owners and business operators in enhancing the appearance and accessibility of the main streets within the Shire.
- b) To provide financial assistance to encourage building owners and business operators to undertake works to upgrade the facades of buildings and access to those buildings in main streets within the Shire.

#### **1.2 Eligibility**

To be eligible, in addition to the Community Share Grant Program Policy eligibility criteria the applicants for funding will be required to meet the following conditions:

- a) The application is for facade or access improvement works to a retail/ commercial building in a main street.
- b) The applicant must be a small business owner, or property owner that leases to a small business. The small business must meet the definition of Small Business Entity in accordance with the Australian Taxation Office definition.
- c) The small business owner must have a registered ABN number, or the business occupying the building must have a registered ABN number.
- d) The proposed works are consistent with or complement any approved colour palette, facade design and/ or streetscape for the area.
- e) The proposed works are in keeping with heritage character of the main street (if applicable).
- f) The proposed access works are in accordance and compliant with relevant disability legislation and regulations.
- g) The application is for eligible works and the applicant has submitted all relevant information with the completed application form.

Council reserves the right to approve or refuse a grant application in terms of the colour, material or method of execution as it considers appropriate.

#### **1.3 Eligible Works**

Works that will be eligible for grant funding include:

- Painting
- Upgrading of signage structures (excluding sign writing etc)
- Cleaning of brickwork
- Removal and replacement of cladding and awnings
- Repair or replacement of wall tiles, facade structures
- Other facade improvement works subject to Council's approval
- Access works to reduce entrance barriers
- Removal of steps to install an access ramp

- Installation of handrails to existing ramp entry or additional stepped entry
- Minor works to make other parts of the existing premises more accessible will be considered.

It is the responsibility of the applicant to investigate the requirement of any necessary planning/ building permits through Councils planning/ building department. Costs associated with obtaining building/ planning permits may not be included in the total amount of the grant application but do constitute part of the 1:1 funding requirement.

Eligible works that are successful and require a planning/ building permit will need to submit a planning/ building application for approval prior to receiving funds for works.

#### 1.4 Ineligibility

The following criteria outlines ineligibility:

- An individual or organisation who received funding in the previous round of the Community Share Grant Program.
- Have submitted multiple applications for the Community Share Grant Program round. All will be considered ineligible.
- The application is for retrospective funding.
- Funding requests for reimbursement of funds already spent.
- Those with an ineffective management structure to manage financial and accounting requirements.
- Past funding recipients with outstanding debts to the Yarriambiack Shire Council and/or incomplete reporting on previous funding.
- The small business owner or property owner that leases to a small business have an outstanding debt to Yarriambiack Shire Council. This includes rates arrears.
- Works required as part of a development approval conditions of consent.
- Works on a building that has received grant funds from this program (or other council grant program) in the past five years.
- Application for signage.
- The applicant is a Council staff member, Councillor, or a staff member's immediate family where the family member directly benefits from the business.

#### 1.5 Assessment Criteria

The following matters will be assessed in determining if a grant application is successful:

- The application is for facade or access improvement works to a retail/ commercial building in a main street.
- The applicant must be a small business owner or property owner that leases to a small business.
- The proposed access works are in accordance and compliant with relevant disability legislation and regulations.
- The application is for eligible works and the applicant has submitted all relevant information with the completed application form.
- Declaration of matching funds available to support the application.

Council reserves the right to approve or refuse a grant application in terms of the colour, material or method of execution as it considers appropriate.

A scoring matrix (Table 1) will be utilised by the Assessment Panel to score each project.

### 1.6 Terms of Funding

- a) The Community Share Grants Program – Business and Streetscape has two annual funding rounds as per the Policy.
- b) Organisations are only permitted to submit one application for each funding round.
- c) All mandatory questions within the application must be fully completed and include all requested attachments.
- d) Grants will be distributed on receipt of the submitted Grant Funding Agreement and associated invoice.
- e) All funds must be expended or assigned to an item of expenditure by the end of funding period, in accordance with the funding agreement.
- f) Applications will not be assessed if previous grants have not been acquitted by the due date.
- g) Successful applicants will be required to submit a grant acquittal by the end of the funding period.
- h) Auspiced applicants must provide a letter from the auspicing organisation confirming their commitment to the project and willingness to manage funds on behalf of the applicant.
- i) If an organisation is auspiced, funds will be paid to the auspicing organisation.
- j) Programs will not be funded retrospectively (i.e. they cannot have already occurred).
- k) The project budget must detail all expenditure and income items.
- l) All grants will be subject to the Goods & Services Tax (GST). All organisations must submit one of the following to receive payment:
  - i. Organisations with an Australian Business Number (ABN) registered for GST - A tax invoice, inclusive of GST stating the organisation's ABN.
  - ii. Organisations with an Australian Business Number (ABN) not registered for GST - An invoice stating the organisation's ABN.
  - iii. Organisations without an Australian Business Number (ABN) - An invoice for the Grant amount and a completed Statement by Supplier form.
- m) Council reserves the right to refuse funding.

### 1.7 Step by Step Guide

- a) All applicants must ensure they read the Community Share Grant Policy and Guidelines to familiarise with the program requirements.
- b) Check the eligibility and ineligibility sections of the Policy and Guidelines to determine if the organisation is eligible to apply for the current round.
- c) Ensure all areas of the application form are completed and provide attachments where required.
- d) Complete the Community Share Grants Application Form – available for download / or via online submission at the Yarriambiack Shire Council Website.

Submit application using the following methods by the due date:

Email: [grants@yarriambiack.vic.gov.au](mailto:grants@yarriambiack.vic.gov.au)

In person: 34 Lyle Street, Warracknabeal

Mail: PO Box 243, Warracknabeal 3393

Online Submission: Direct from website, ensuring all documentation is available when commencing the application process.

- e) Applicants will be notified in writing of the outcome by the timeline dates as outlined in the associated Policy.
- f) Successful applicants will be required to sign and return an agreement to Council before payment of the grant and commencement of the project.


**TABLE 2: Business and Streetscape - up to \$2,000 - with matching 1:1 funding required**

Criteria / No. of Points	Business Status	Works	Matching Funds	Enhances inclusion	Enhances Social Well being	Materials / Colour Impact on Community	Outstanding Debt
<b>3</b>	Not-for-Profit registered organisation (in accordance with eligibility criteria).	The works meet the eligibility criteria as outlined in the Guideline.	The applicant has identified matching funds are committed for the project.	The works aim to provide a direct benefit to a group of people to enhance access to facilities / buildings.	The works will expand on a vision for the Community that aligns with a Community Action plan objective, or Council Plan objective, or expands on current vision for the building that creates a significant positive impact on community spirit, along with creating a sense of pride and enhancing social inclusion and/or social wellbeing.	The materials, colours and works will fit with the townships overall colours and theme.	The small business owner or property owner does not have an outstanding debt to Yarriambiack Shire Council
<b>2</b>	Small Business (per ATO definition) or person who owns a building that is leased to a Small Business	N/A	N/A	The works aim to provide an in direct benefit to a group of people to enhance access to facilities / buildings.	The building works will foster a sense of place and a sense of pride amongst municipal residents, whilst also enhancing social inclusion and/or social wellbeing.	The materials, colours and works will be slightly different to the townships overall colours and theme but will complement or build on what is currently in place.	The small business owner or property owner has a debt owing to Yarriambiack Shire Council that is less than 30 days
<b>0</b>	Does not meet the criteria	Does not meet the criteria	Does not meet the criteria	No benefit to enhance access to facilities or buildings	Does not meet the criteria	The material, colour and/or works will not complement the towns streetscape or enhance the look of the town.	The small business owner or property owner has a debt owing to Yarriambiack Shire Council that is greater than 30 days

## 2 Application Form

### Business and Streetscape - up to \$2,000 - with matching 1:1 funding required

<b>Organisation Name</b>			
<b>Address</b>			
<b>Contact Name</b>			
<b>Contact Email</b>			
<b>Contact Phone</b>			
<b>Amount Applying For (ex GST)</b>			
<b>Does the applicant or associated business have a registered ABN?</b>			
<b>Does the small business owner or property owner have an outstanding debt to Council?</b>			
<b>Is the small business owner or property owner an immediate family member of a Councillor or Council Employee?</b>			
Project Description (no more than 500 words)			
What is the contribution the small business owner / property owner will contribute to the project?			
How will the works enhance inclusion / accessibility?			
How will the works contribute to enhancing the social wellbeing of the community?			
Will the materials / colours blend into the theme and streetscape of the community?			

<b>Adopted:</b>	Council Approved Date 28 August 2019	Minutes Page Number 61	
<b>Reviewed:</b>	CEO Approved Date 4 March 2021	CEO Name Jessie Holmes	CEO Signature 
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